



**Republic of the Philippines**  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	<b>Date:</b> <u>April 07, 2026</u>
<b>Complete Company Address</b>	<b>RFQ No.:</b> <u>2026-04-045</u>
	<b>PR No.:</b> <u>2026-04-0045</u>
	<b>ABC:</b> <u>₱ 1,770.00</u>
	<b>PHILGEPS Ref. No.:</b> <u>N/A</u>

**To Whom It May Concern:**

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than April 13, 2026 at 9:00 am to the address listed above.

**HERBERT D. PEREZ**  
BAC Chairperson

**GENERAL CONDITIONS**

- All entries must be typewritten and legible;
- Bidders must submit the following eligibility requirements:
  - PHILGEPS Registration Certificate
  - DTI or SEC
  - Mayor's/Business Permit
  - Income/Business Tax Clearance
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 

<b>Your Company Name</b> <b>RFQ No.: 2026-04-045</b> <b>PR No.: 2026-04-0045</b> <b>PHILGEPS Reference No.: N/A</b>
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- Delivery period must be at least within 7 calendar days upon receipt of the **Notice of Award** (indicated the days of delivery in the Bidder's Certificate)
- Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three (3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery requirements
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX				
ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)		
				Unit Price	Total Price	Yes	No	Offered Brand/Model
<b>Request For Quotation for the Procurement of Supplies for the Regular Philippine Educational Placement Test (PEPT)</b>								
1	A4 bond paper	2	ream					
2	Highlighter Pen, Fluorescent, Color: Neon	4	piece					
3	12 inches x 180 ft. Brown General Purpose Making Paper (Roll)	1	piece					
4	Liquid Gel Pen 0.5mm Fine Line Needle Tip Black Ink	5	piece					
5	Plastic Wrap 300 Sq Feet Roll	1	piece					
<b>TOTAL</b>								
Date of Event			<b>N/A</b>					
Purpose			<b>Procurement of Supplies for the Regular Philippine Educational Placement Test (PEPT)</b>					

**SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION**

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in \_\_\_\_\_ days from receipts of the Notice of Award.

**CANVASSER'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation (RFQ) in accordance to the guidelines in securing prices for the City Schools Division of Tayabas.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Company Tel./Fax/Mobile No.

\_\_\_\_\_  
Company Tax Identification No. (TIN)

\_\_\_\_\_  
Date



**Address:** Brgy. Potol, Tayabas City  
**Telephone No.:** (042) 785-9615  
**Email Address:** tayabas.city@deped.gov.ph  
**Website:** https://www.sdotayabascity.ph